

Volume No. 3—Automated Systems Applications	TOPIC NO.	70315
Function No. 70300—FAACS Online	TOPIC	LOGGING ON AND OFF
	DATE	MAY 2003

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Overview

Introduction

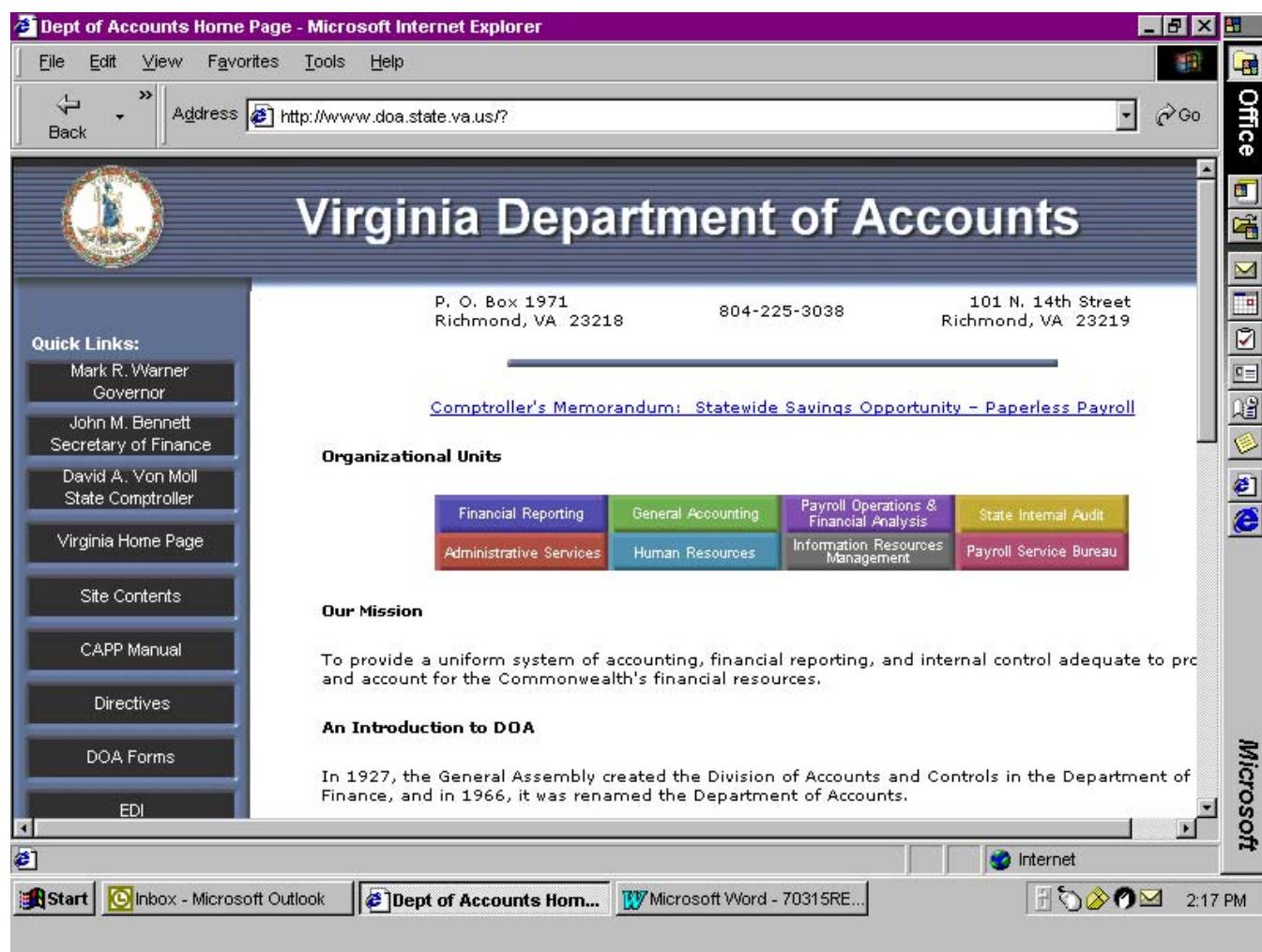
Each user of the Fixed Asset Accounting and Control System (FAACS) is granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, *Security*.

Once you have an assigned LOGON ID and password, the following set of screens and instructions must be followed to access the FAACS web-based Online System.

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Logging On

Access the DOA Home Page Access FAACS from the DOA Homepage: <http://www.doa.state.va.us>. At the DOA Homepage, click on FINANCIAL REPORTING.



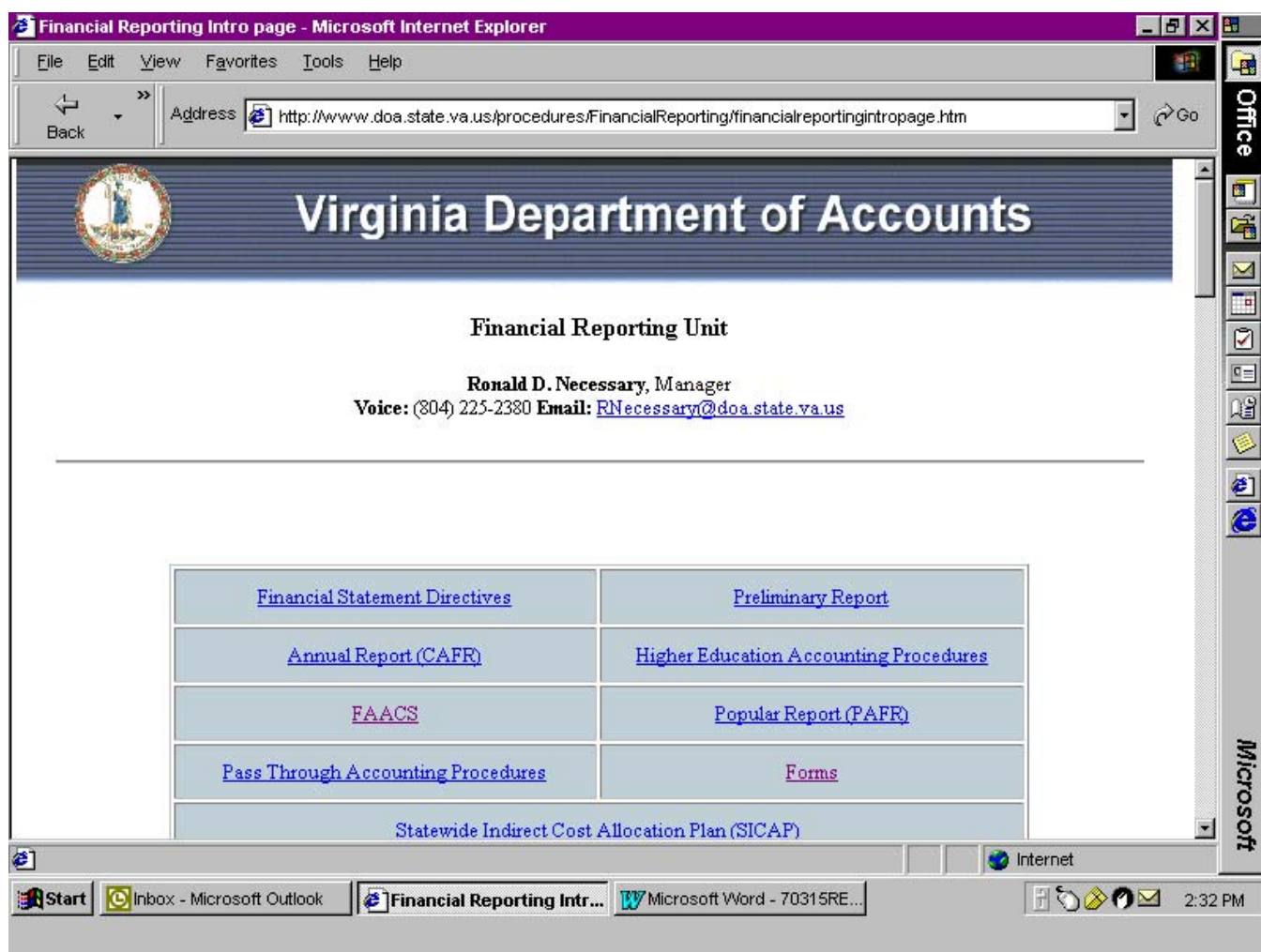
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Logging On, Continued

Initial Navigation

From the FINANCIAL REPORTING UNIT page, click on FAACS.

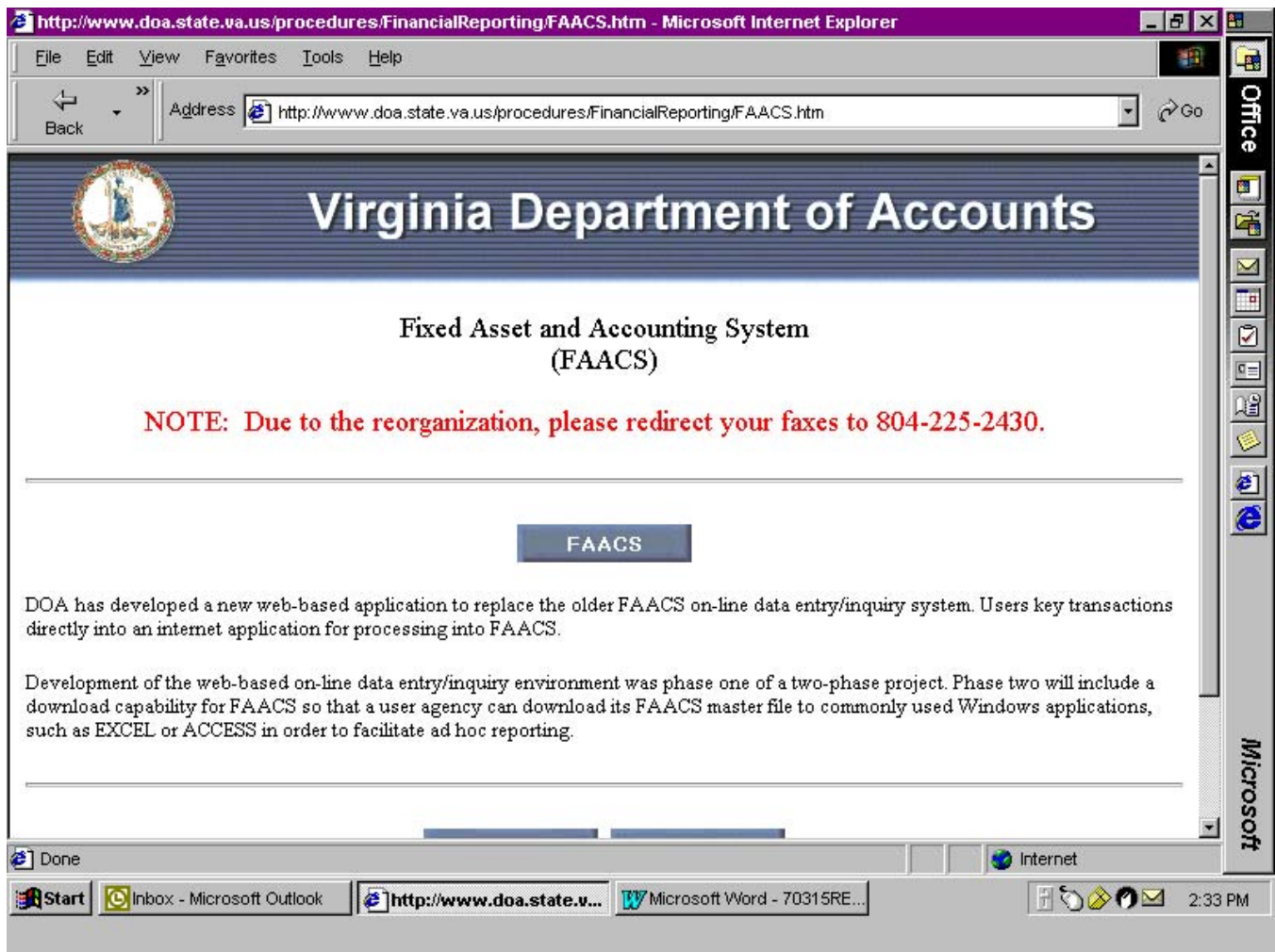


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Logging On, Continued

Access Screen This brings you to an access screen. Here, click on FAACS.



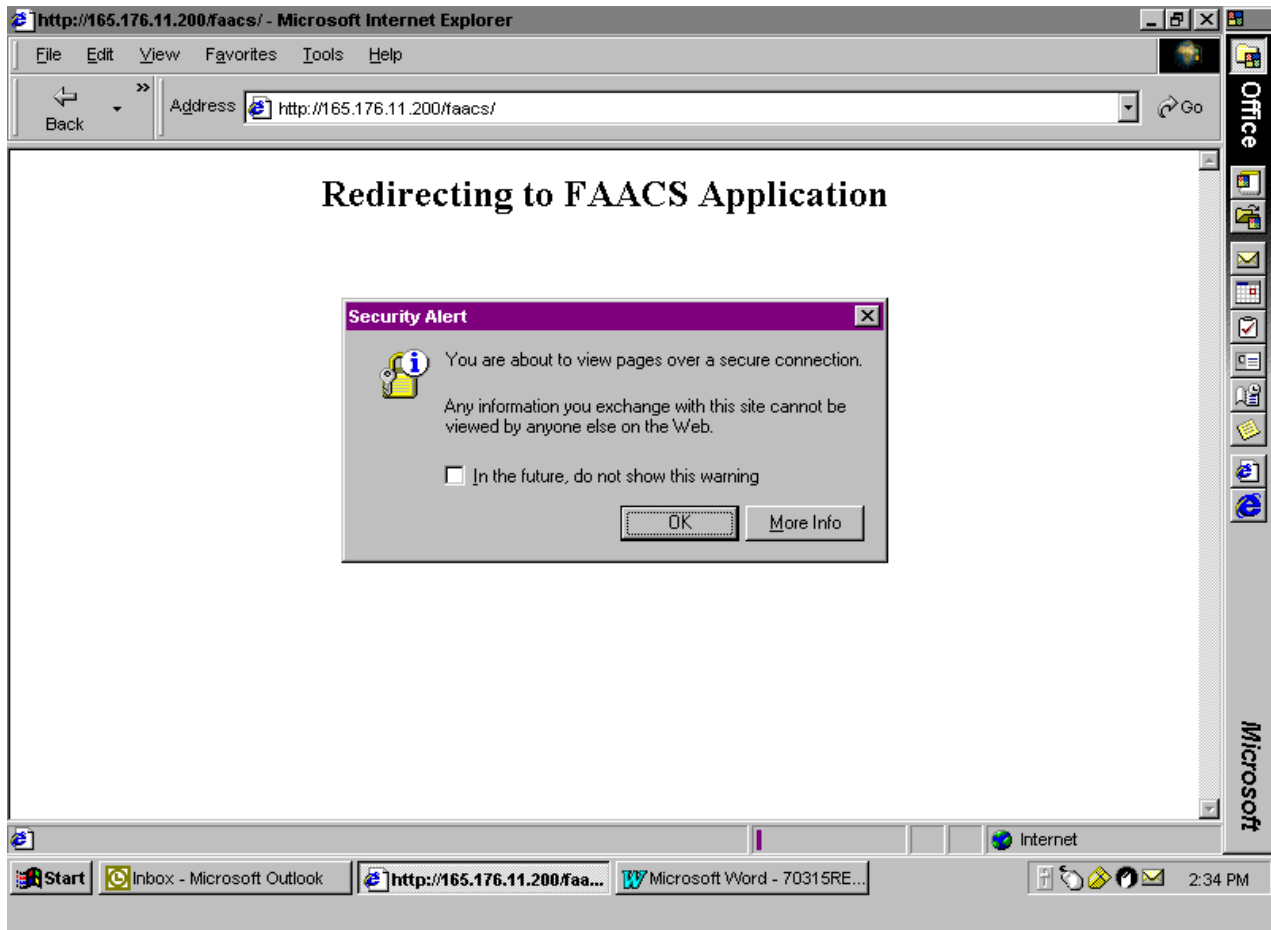
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Logging On, Continued

Security Certificate Screen

Next, there is an information screen on the security certificate. Click <OK> to proceed.



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Logging On, Continued

Log-In Screen This will take you to the log-in screen. Enter your logon id (user ID) and password. Click on CONTINUE.

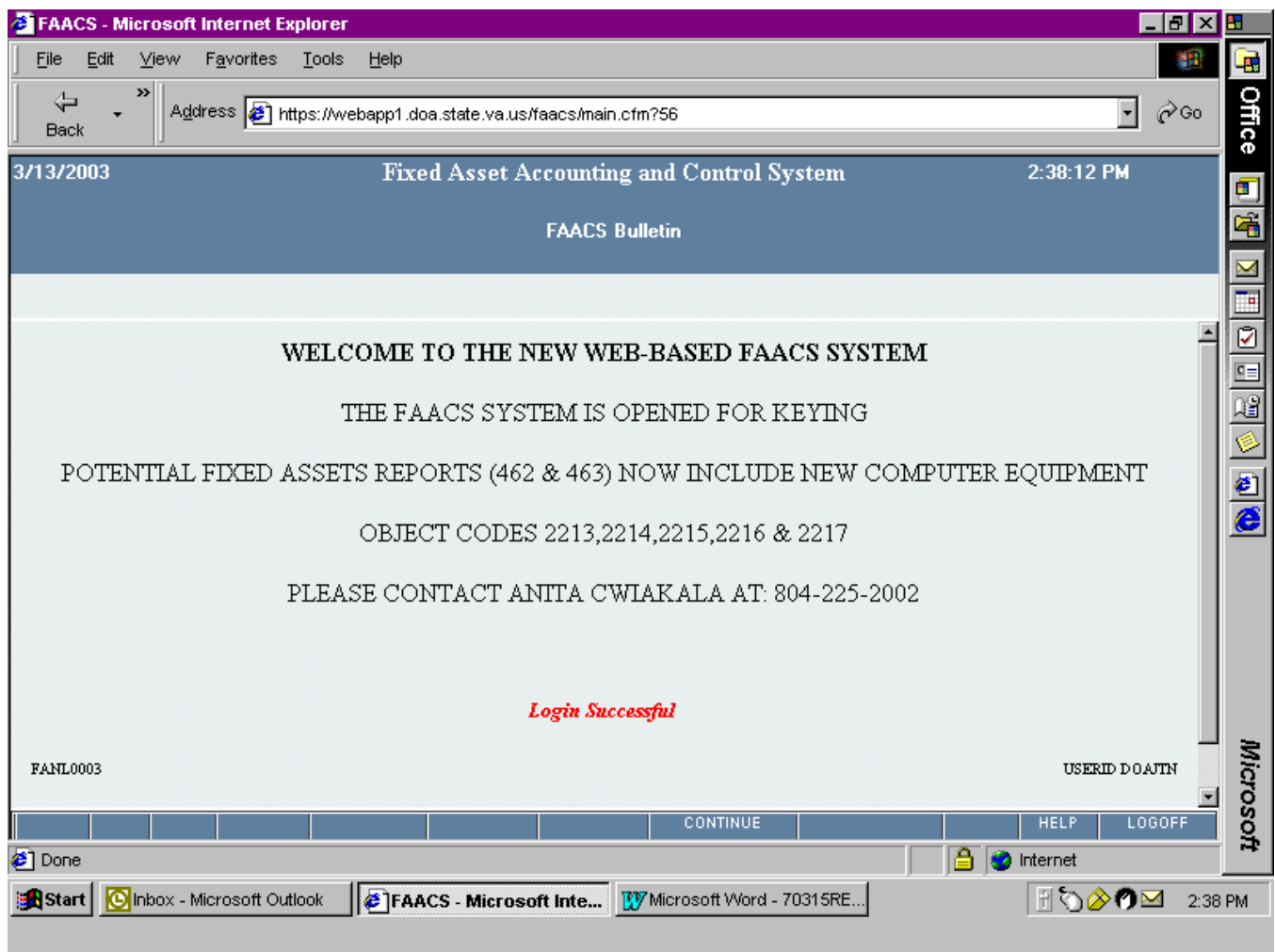
Passwords expire after 30 days. To change your password, enter your logon ID and old password, then enter and confirm your new password. This procedure may be followed even if your old password has expired. Click CONTINUE to proceed.

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Logging On, Continued

Bulletin Screen You will come to the FAACS bulleting screen. This screen contains a message that your Log-In is successful. You are now in the system and may perform data entry and inquiry functions. Click on CONTINUE.



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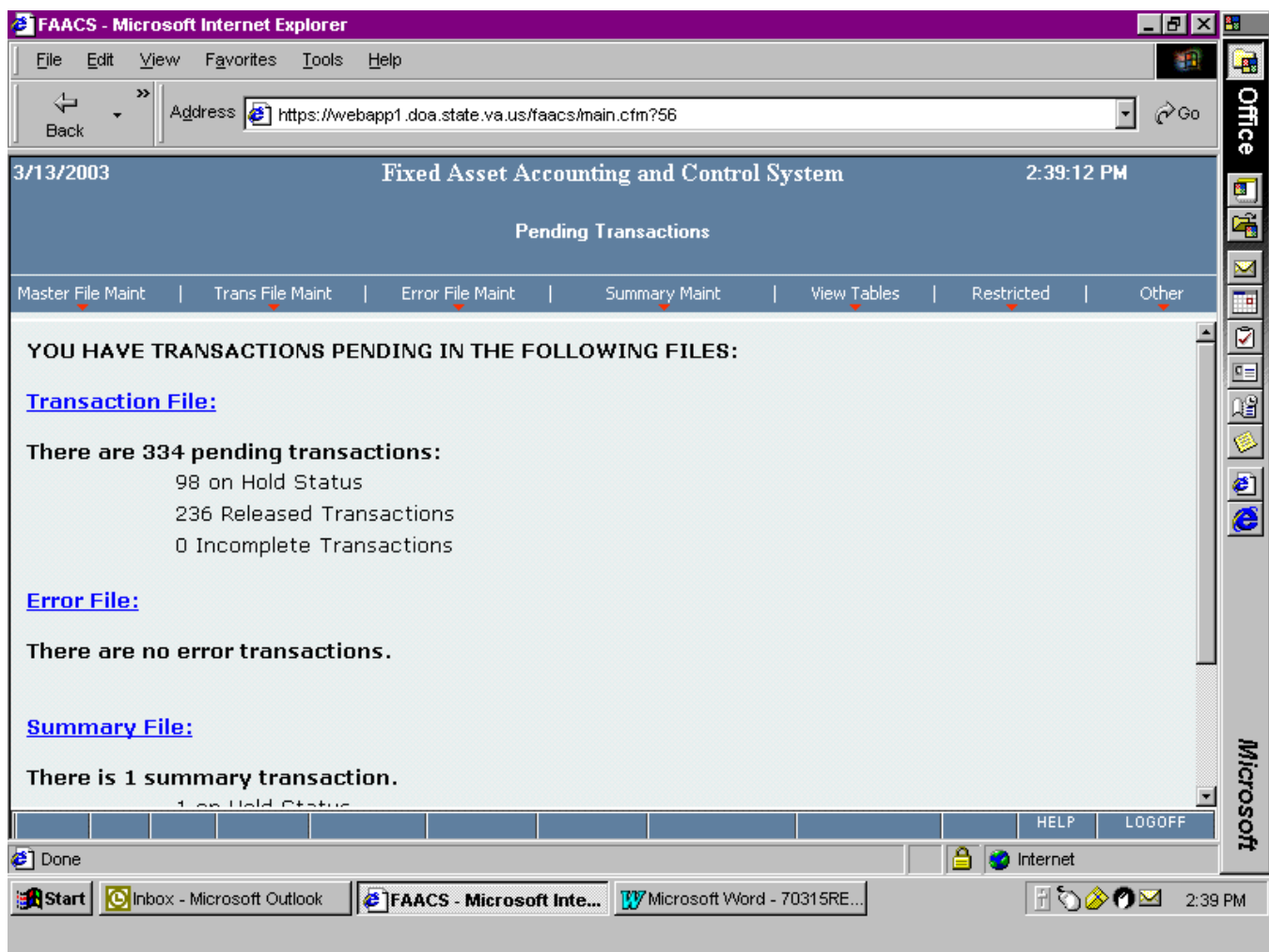
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Logging On, Continued

Pending Transactions Screen

You will then see the FAACS pending transactions screen.

To **view** master file or transaction file records or **enter/edit** transactions, click on the appropriate navigation bars at the top of the screen and use the appropriate action buttons at the bottom of the screen. Additional information on data entry is contained in CAPP Topic No. 70325, *Data Entry*.



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Logging Off

Log-Off Action Button To log off, click on the LOGOFF action button located in the screen's lower, right-hand corner.

3/13/2003 Fixed Asset Accounting and Control System 2:40:40 PM

Master File View, Add, Edit, Delete

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

First Record Displayed.

Required Data Add'l Data Display All

AGENCY	ASSET CATEGORY	ID	REC CREATED	REC LAST UPDATED	PG ACTION	TRN TYPE
100	4-Equipment	000000001	01281993	12272002	View	View

DESC LINE 1 VOTING SYSTEM-CHAMBER DESC LINE 2

DESC LINE 3 DESC LINE 4

BLDG ID FIPS Asset Description 3 ROOM RESP POSITION RESPONSIBLE DESC

00038 760 Search FIPS CLERK OFFICE

ACQ BASIS AVAIL CODE ACQ MET OWN STAT COND

H-Historical Cost U-Unavailable P-Purchase A-By VA Agency (COV) O-Operable

TAG CONT INP ORGANIZATION ACC DATE SURPLUS NOMENCLATURE USEFUL

VIEW ADD EDIT DELETE PREVIOUS NEXT HELP LOGOFF

Done Internet

Start Inbox - Microsoft Outlook FAACS - Microsoft Inte... Microsoft Word - 70315RE... 2:40 PM

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Logging Off, Continued

Returns to Log-In Screen This returns you to the Log-In screen. Click on the LOG OFF Action Button located in the screen's lower, right-hand corner.

FAACS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://webapp1.doa.state.va.us/faacs/main.cfm?56> Go

3/13/2003 Fixed Asset Accounting and Control System 2:42:02 PM

LOGIN

USER ID

PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

CONTINUE HELP LOGOFF

Done Internet

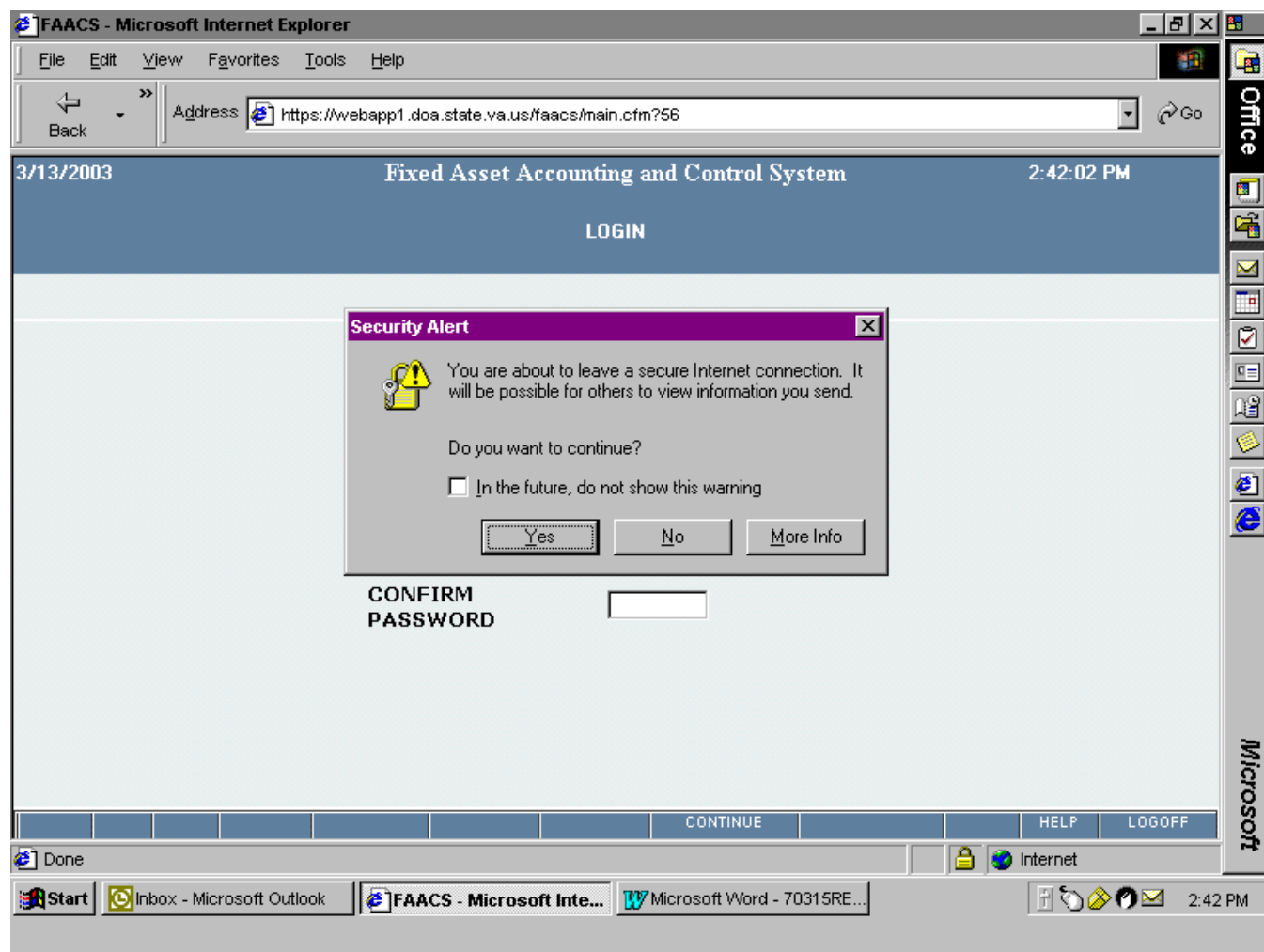
Start Inbox - Microsoft Outlook FAACS - Microsoft Inte... Microsoft Word - 70315RE... 2:42 PM

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Logging Off, Continued

You then have an information screen about leaving a secure internet connection. Click YES to proceed to log off. This will take you back to the DOA Homepage.



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Contacts

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Subject Cross References

References CAPP Topic No. 70310, *Security*
 CAPP Topic No. 70320, *System Flow*
 CAPP Topic No. 70325, *Data Entry*
